



西雅圖華文學校
2012-2013 學年度註冊須知
Seattle Chinese School
2012-2013 Registration Information

教學：本校以正體字(繁體字)及注音法教學。班別有學前班、注音班及一到十年級。

School Curriculum: Our school teaches Traditional Chinese characters and Chinese phonetic alphabet—Zhu Ying Fu Hao. We offer Pre-School Class, Phonetic Class (Grade 0) and Grades 1 to 10.

上課地點 School Location :

Interlake High School
16245 N.E. 24th Street
Bellevue, WA 98008

上課時間：

星期六上午 9 a.m.—11:50 a.m. (每節 50 分鐘, 休息 10 分鐘)
學前班上課時間為 9 a.m.—11:40 a.m. (每節 40 分鐘, 休息 20 分鐘)

School Hours:

9 a.m. —11:50 a.m. on Saturdays for regular classes.
9 a.m. —11:40 a.m. (three 40 minutes classes with two 20 minutes break time) for Pre-school classes.

學前班和注音班新生入學年齡和規定：

1. 學前班新生必須於今年八月卅一日前滿三歲, 能自行如廁。
2. 基礎班新生必須於今年八月卅一日前滿五歲。
3. 須經過本校註冊、教務、教學組面談後編班。
4. 報名時須附出生證明或護照影印本。

Age and special requirements for new Pre-school and Phonetic Class students:

1. Minimum age for Pre-School Class is 3 on 8/31 and potty-trained.
2. Minimum age for the Phonetic Class is 5 on 8/31 and
3. Must be interviewed by School Official for class level assignment.
4. Must submit a copy of birth certificate or passport with the registration forms.

開學通知：各年級的「開學通知」將於開學前兩週寄出。

All students will be notified via mail 2 weeks before the first day of school.

報名方法：

1. 舊生家長請於五月第一個周六(5/5/12)起，逕至辦公室領取列印完整的學生基本資料之「註冊單」。
2. 五月份每周六上課時間，辦公室接受舊生家庭現場報名，並繳交優惠學費。
3. 五月第三個周六(5/19/12)至六月第一個周六(6/2/12)之上課時間，辦公室開放讓新生家庭現場報名。
4. 六月三日起接受通訊報名，報名順序以郵戳為憑，本校不接受電話報名。
5. 開學日至開學四週內，仍接受報名；開學四週後則不再接受報名。報名時請家長填妥註冊資料及支票。資料不全者恕不受理。

Registration Procedure:

1. Starting from the 5/5/12, parents/guardians of current students may pick up the pre-filled registration form with each student's information for your convenience at the office.
2. On-site registration for current families will be accepted at the office from 5/5/12 during our school hours.
3. On-site registration for new families will be accepted at the office from 5/19/12 to 6/2/12 during school hours.
4. Registration will be by mail only after 6/3/12. Priority of acceptance will be decided by postmarked dates. Registration by telephone is not accepted.
5. Walk-in registration may be accepted for the first 4 weeks after school year starts. Please complete all registration materials and have a check ready at registration. Incomplete forms will not be accepted for registration.

註冊資料：

1. 註冊單
2. 緊急事故聯絡資料表
3. 家長志願工作登記表
4. 學前班及注音班之新生，須附學生「出生證明」或「護照」影本〈已在本校之舊生，不必繳交〉

Registration Materials:

1. Registration Form
2. Emergency Contact Information
3. Parent Volunteer Service Form
4. A photocopy of Birth Certificate or Passport for new students of the Pre-School Class and the Phonetic Class only

報名費：每一家庭報名費\$20〈恕不退還〉

Registration Fee: \$20 per family (not refundable)

學費：學前班至十年級全年學費為\$340。6/3/12 以前註冊舊生，每名學生可享學費折扣\$20。

Tuition: Annual tuition is \$340. A \$20 discount applies to returning students if enrolled on or before 6/3/12.

學費優待：同一家庭在本校就讀的第二位子女起，每位學費減免\$10。

Sibling Discount: If there is more than one child enrolled in our school from the same family, each additional sibling will receive a \$10 tuition discount.

其他費用：每一家庭收家長會費\$10 及服務保證金\$80〈服務滿 8 小時的家庭，期末可退還保證金〉。

Other Fees: There are \$10 PTA membership fee and \$80 volunteer service guarantee deposit for each family. (This deposit will be refunded at the end of school year for families that provide at least 8 hours of volunteer service.)

費用明細及總計〈方框內之金額〉如下表：

Please refer to the following table for the total amounts of tuition and fees.

Number of children enrolling to SCS		一位子女 One child	二位子女 Two children	三位子女 Three children	四位子女 Four children
6/3 前報名(僅限舊生) Registration before 6/3 (only applied to returning students)	學費 Tuition	320	320+310	320+310+310	320+310+310+310
	報名費 Registration fee:\$20	+20	+20	+20	+20
	家長會費 PTA Membership fee:\$10	+10	+10	+10	+10
	服務保證金 Service deposit:\$80	+80 = 430	+80 = 740	+80 = 1,050	+80 = 1,360
6/3 後報名 (包括所有新生) Registration after 6/3 for returning students and all new students	學費 Tuition	340	340+330	340+330+330	340+330+330+330
	報名費 Registration fee:\$20	+20	+20	+20	+20
	家長會費 PTA Membership fee:\$10	+10	+10	+10	+10
	服務保證金 Service deposit:\$80	+80 = 450	+80 = 780	+80 = 1,110	+80 = 1,440

支票抬頭： Please make check payable to: Seattle Chinese School.

通訊報名郵寄地址： For registration by mail, please mail to:

Seattle Chinese School, Registrar
PO Box 50481
Bellevue WA 98015

*通訊報名請勿以掛號郵寄

Please do not send by certified or registered mail requiring receipt signature.

班級分發：

- 註冊主任和教務主任將按班級人數、學生能力和其他相關因素編班。
- 原則上舊生原班升級(例：一甲班升二甲班)。
- 新生依據報名先後順序分發班級。
- 轉學生則以分發至人數較少的班級為原則。

Class Placement:

- All student class placements are decided by the registrar and administration according to class sizes, student ability and other pertinent factors.
- In general, returning students stay in the same class (ex: from Class 1A entering to 2A).
- New students are placed on a first-come-first-serve basis.
- Transfer students will be placed in smaller sized classes.

舊生名額保障：

本校舊生〈學前班、注音班及各年級〉於 6/3/12 以前完成註冊，校方將保障其名額。之後登記註冊之舊生，如果該學年註冊之新生報名踴躍，以致班級人數額滿，本校則無保留其名額之義務。

Guaranteed Enrollment for Returning Students:

Enrollment for the returning students (entire school) is guaranteed if registered by the 6/3/12. Those who register after that date are not eligible for this guarantee.

轉學生：

曾在他校就讀或自學的學生，須經過編班考試，安插到合適的年級；班級則比照上述「班級分發」規定辦理。本校將用 E-Mail 通知編班考試時間及地點。

顧及教學進度和行政作業，原則上報名截止後不再收轉學生。符合以下各項條件的學生，校方將依個案處理：

- 1) 剛搬到西雅圖地區
- 2) 經學校行政人員面談審核通過
- 3) 班級人數未滿
- 4) 該班老師同意

上半學年轉學生全額收費。下半學年轉學生學費部份繳 50%，其他費用全額收費。請參考前頁相關收費標準。退費依退費方案處理。

Transfer Students:

Any student transferring from another Chinese school or who has been home-schooled in Chinese will take the placement test and be placed into an appropriate grade. For class placement, please refer to Class Placement stipulated above. We will email you the time and location of the placement test.

Students who request transfer in the middle of school have to meet the following conditions:

- 1) Recently moved to Seattle area.
- 2) Interviewed and accepted by the school staff.
- 3) The class has space for new student(s).

4) Consent from the class teacher.

Students who complete transfer process before the Christmas break shall pay full amount of tuition and fees. Those who complete transfer process after the Christmas break shall pay 50% of tuition and full amount of other fees. Please refer to tuition and fee sections above for more detail. If students later decide to withdraw, it will be processed based on school's Withdrawal & Refund policies.

注音班新生：

必須經過學校行政人員面談後，依家庭中文背景編班〈原本校學前班之學生，不在此列〉。面談時間為 5/19/12 至 6/2/12 的上課時間，地點在本校辦公室。6/3/12 之後報名的學生，其面談時間及地點，本校將用 E-Mail 通知。

New Students of the Phonetic Class:

Class placement will be made based on student's Chinese background and interview result with the school staff (not including returning preschool students). The Interview will be held between the 5/19/12 and the 6/2/12 during school hours at the school office. For students who register after 6/3/12, we will email you the time and location of the interview.

轉班：

學生申請轉班須有正當理由，並由家長以書面說明，經過校長、註冊及相關的主任審核通過後始可轉班。轉班必須在開學後四週內完成。

Student class changes within SCS:

Student class changes must be made by parent(s) in writing with appropriate reasons. Request(s) will only be granted under the principal, registrar and other school pertinent administrators' approval. Transfer must be completed within four weeks after school starts.

退費方案：

本校核准之因故輟學或退學之學生，退費標準如下：

- 報名費恕不退還。
- 報名後至開學前—退還全年學費、全額服務保證金及家長會費。
- 開學後至學年第四週—退還全年學費的 75%，服務保證金和家長會費全數退還。
- 第五週至聖誕節前—退還全年學費的 50%，服務保證金留待學年末並服務滿八小時再予以退還，而家長會費則不予退還。
- 聖誕節假期開始至學年結束—恕不退費。

Withdrawal & Refund:

Tuition refund for students withdrawing from the school for any reason is prorated as follows:

- \$20 registration fee is not refundable
- 100% refund of the annual tuition and fees if withdraw prior to the first day of school
- 75% refund of annual tuition if withdraw during the first 4 weeks of the school year. Volunteer service deposit and PTA fee will be refunded 100%.
- 50% refund of annual tuition if withdraw between the 5th week and Christmas break. Volunteer service deposit will not be refunded until the end of 2013 May and until 8 hours of volunteer service is fulfilled. PTA fee is not refundable.
- There will be no tuition and fees refund for any withdrawals after the beginning of Christmas break. Volunteer service deposit will not be refunded until the end of 2013 May and until 8 hours of volunteer service if fulfilled. PTA fee is not refundable.

退學日期 Dates of Withdrawal	開學前 Before school starts	開學後至學年第四週 The first 4 weeks	第五週至上半學年結束 The 5th week to the first winter break	下半學年開始後 After the first winter break
可退學費 Refundable Tuition	全年學費的 100% 100% of the annual tuition	全年學費的 75% 75% of the annual tuition	全年學費的 50% 50% of the annual tuition	不予退費 No refund
可退服務保證金 (\$100) Refundable Service Deposit	100% Full refund (100%)	100% Full refund (100%)	服務滿 8 小時的家庭，將於學年末退還 Families that provide at least 8 hours of volunteer service will get a full refund at the end of school year.	
可退家長會費 (\$10) Refundable PTA Membership Fee	100% Full refund (100%)	100% Full refund (100%)	不予退費 No refund	

- 申請退費手續及方式：
1. 逕洽辦公室填寫「退學及退費申請表」並附帶回郵信封。或
 2. 自行上網下載「退學及退費申請表」、填寫完整、回郵信封，逕寄學校郵政信箱：Seattle Chinese School. PO Box 50481, Bellevue WA 98015

Procedure for refund request:

1. Please contact the school office or download the withdrawal form from the school web site at <http://www.seattlechineseschool.org> .
2. Fill out the withdrawal form completely and attached a self-addressed stamped return envelope. Then send the completed withdrawal form along with the return envelope to:
Seattle Chinese School
PO Box 50481, Bellevue, WA 98015

有關註冊問題，請洽註冊主任或 registrar@seattlechineseschool.org

For more information regarding registration, please contact Registrar or E-mail to registrar@seattlechineseschool.org.

西雅圖華文學校保留變更註冊條例之權利，若有變更，恕不另行通知。

Seattle Chinese School reserves the right to modify the registration policy at any time and for any reason, with or without notice.

本須知及註冊表格可至本校網站：www.seattlechineseschool.org 下載。

For this information sheet and the registration form, please log on to our website at <http://www.seattlechineseschool.org> to download.